### Business Administrative Technology

Associate in Applied Science (Total Credit Hours – 64)

#### 1st Semester (Fall Semester)
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1200</td>
<td>Business English OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1204</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1200</td>
<td>Interpersonal Communications OR</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1230</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>OFTC 1666</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1602</td>
<td>General Accounting OR</td>
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<tr>
<td>ACCT 1614</td>
<td>Accounting I</td>
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<tr>
<td>BSTC 1036</td>
<td>Computer Concepts &amp; Applications</td>
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#### 2nd Semester (Spring Semester)
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<tr>
<td>ENGL 1236</td>
<td>Technical Communications OR</td>
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<tr>
<td>ENGL 1206</td>
<td>English Composition II</td>
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<tr>
<td>OFTC 1603</td>
<td>Keyboarding II</td>
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<td>BSTC 1685</td>
<td>Spreadsheet Applications</td>
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<tr>
<td>BUSI 1807</td>
<td>Customer Service</td>
<td>3</td>
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<tr>
<td>MATH 1819</td>
<td>Business Mathematics OR</td>
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<tr>
<td>MATH 1806</td>
<td>Technical Mathematics OR</td>
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<td>MATH 1824</td>
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<td>MATH 1828</td>
<td>College Algebra</td>
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<td>OFTC 1696</td>
<td>Word Processing Applications</td>
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#### 3rd Semester (Fall Semester)
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<tr>
<td>BUSI 1800</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>BUSI 1702</td>
<td>Supervisory Development</td>
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<td>BUSI 1607</td>
<td>Business Ethics</td>
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<td>OFTC 1650</td>
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<td>ECON 1615</td>
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#### 4th Semester (Spring Semester)
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<tr>
<td>BUSI 1804</td>
<td>Human Relations in Business</td>
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<tr>
<td>BSTC 1023</td>
<td>Database Management Systems</td>
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<td>OFTC 1621</td>
<td>Business Administrative Procedures</td>
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Review Date: 09/17  
Effective Date: 07/15

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Student Name:____________________ ID#:_____________  Placement Scores: ___English ___Math ___Reading

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